



## Grant Award Issuance Process

1. Grant proposals are reviewed by Commission Staff, the Grant Review Committee, and, for new proposals, outside Peer Reviewers for possible funding.
2. The Grant Review Committee presents selected grants to the full Commission for approval.
3. Commission Staff notify selected applicants of approval of their grant proposals. Proposals may be returned to applicants for necessary revisions.
4. Approved/revised grants are submitted to the Corporation for National and Community Service for review.
5. Upon final approval of the grant proposal by the Corporation for National and Community Service, the Commission staff will prepare a Cooperative Agreement, or Subgrant, which serves as official grant award notification. This Subgrant will meet the approval of the Commission's parent agency legal department and will include, or will incorporate by reference, all applicable requirements and provisions.
6. The Commission Staff will forward the Cooperative Agreement to the appropriate Subgrantee for signature by authorized officials.
7. Signed Subgrants are placed on file at the Commission Office and at the Nebraska Department of Health and Human Services Office of Finance and Accounting.

Adapted from the South Carolina Commission on National and Community Service *Grant Award Issuance Process*

Approved by the Commission on April 18, 2002